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1. The Site. The new headquarters building is on a tract of land containing approximately 140 acres. It is part of a Government-owned tract formerly known as the Leiter Estate. Our building site is irregularly shaped, vaguely reminiscent of the outline of the State of Texas, complete with a panhandle which provides access from Virginia State Route 123. The tract fronts on the George Washington Memorial Parkway which runs along the Potomac River from below Washington to just past our building site. One of the access roads to the site is a four lane divided highway in the Parkway which the Park Service plans eventually to extend to the proposed Cabin John Bridge on the Washington Circumferential Highway. Access to the southern entrance to our building site is from State Route 123.

2. Site Layout. The building is being placed approximately in the center of the main part of the site and faces generally east. The building, with the Cafeteria, Auditorium and Power Plant, will cover approximately 9 acres of the site. Two large parking lots are provided with a total capacity of 3,000 cars. The parking lots require about 21 acres. Roads on the site serving the building entrances, parking lots, power plant and other facilities total more than 2 miles. In several large areas of the site the natural growth has been left undisturbed except for clearing out brush and dead trees. The entire perimeter of the main part of the site is bounded by trees and very little of the building will be visible from the public highways.

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Architectural features include a five foot setback at the second floor and a ten foot setback at the seventh floor. Continuous glass windows form the exterior walls of these two floors. The Ground Floor exterior has windows two feet by three feet set rather high above the floor level every five feet

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The entire building will be air conditioned. In most areas, floors will be covered with asphalt tile. Interior masonry walls will generally be plastered and painted. The bulk of the partitioning will be of the steel movable type, either full or part height. Part height partitioning will be 68" high. Heights from the floor to the ceiling will vary, depending upon the use to be made of the space. Ceilings will be of acoustical tile suspended from the upper floor slab. The space between the ceiling and the slab above will be used for air conditioning ducts, conduit, tube runs and other mechanical and electrical equipment. Lighting will be by fluorescent fixtures generally flush mounted five feet apart. Telephone and electrical outlets will be from floor ducts so spaced as to provide ample coverage.

4. Building Facilities. The Auditorium is a reinforced concrete dome shaped structure. The dome shape itself is an acoustical feature and acoustical quality of the Auditorium is further improved by the interior design. The Auditorium will seat 500 people. It has a small stage with a disappearing curved screen for film projection. The Auditorium is connected to the building by an underground passage which also provides sheltered access to the building from the bus stop at the front of the building.

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 It will be divided into one main dining room, and one smaller dining room. In addition there will be two small table service dining rooms. Snack bars are located throughout the building, generally two to a floor.

Vertical transportation within the building will be accomplished by one escalator serving the Ground and First Floors and four banks of four elevators each serving all floors. Since almost half of the space in the building is provided by the Ground and First Floors, the single escalator will handle a considerable share of the morning and evening traffic. The escalator can be reached on the Ground Floor from the tunnel entrance. It is reversible and will run from the Ground Floor to the First Floor in the morning and from the First Floor to the Ground Floor in the evening. Elevators will be the high speed automatic self operated type. In addition to the 16-passenger elevators, there are two freight elevators serving all floors.

In the rear of the building two large loading docks are provided for incoming and outgoing mail, supplies, equipment, etc. One of these docks will be used primarily to serve the Cafeteria.

The building will contain the most modern paper carrying devices obtainable. One of these is an automatic Pneumatic Tube System. This system is designed primarily for the movement of small quantities of correspondence type papers and is intended to be used where expeditious handling is essential. There will be approximately 150 stations from any one of which material can be dispatched to or received from any other station. In addition to the Pneumatic Tube System, there will be a tray conveyor system serving two stations on each floor and from these stations distribution will be made by courier to the surrounding areas. The tray conveyor system will handle bulky material such as magazines, books, newspapers, folders and even office supplies. Each tray will carry a 40 pound load. The system has a capacity for picking up 8 trays per minute.

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27 August 1959

<u>Contracts:</u>	<u>Started</u>	<u>Completed</u>
Clearing & Grubbing - Morrison-Johnson \$ 32,283.70	Oct. 9, 1957	Mar. 13, 1958
Grading & Drainage - North American \$ 458,500 Contracting Corp.	Mar. 4, 1958	
Excavation & Foundation \$ 2,292,200.	Roscoe-Ajax Aug. 1, 1958	
Superstructure - \$ 33,287,600.	Tompkins-Jones Mar. 24, 1959	